

CONFIDENTIAL

13 July 1972

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Office of Training Report for the Week
Beginning 3 July 1972**

1. Courses

a. Drug Abuse Seminar

entitled "Drug Abuse" requiring that all employee-25X1A
parents processing for overseas assignment attend the Drug Abuse Seminar
was distributed this week with an attached schedule. OTR's role will be
one of monitoring the first few programs, providing logistical support,
including handling registration, and assisting the Office of Medical Services
and the Office of Security in evaluating the content.

b. SB Course for Military Attaches

Acting Chief, Operations School met with representatives of SB Division and DIA to discuss future runnings of a special SB course for military attaches. The DIA people expressed very favorable reaction to

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EXEMPT FROM GENERAL DECLASSIFICATION
OF E.O. 11652, AND OTHER CATEGORY:
S 55(1), (2), (3), (4), (5) and (6) (more)
DATE: 10/11/01 BY: 1013

Authority of DCI
000200010025-8 (omit data or event)

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the initial four-day course which was conducted last April. They are interested in having selected personnel enrolled on a scheduled basis. SB agreed to conduct the course following each of the three runnings of the Attache Course conducted at the Defense Intelligence School each year. The next running will be for four days, 14-17 August. The course may be expanded to five days in future runnings.

c. Proposed Course for Senior Secretaries

In the process of developing the course for senior secretaries, interviews have been conducted with senior officers and secretaries both at OTR Headquarters and at the [REDACTED]. Plans have also 25X1A been made, through the Senior Training Officers, to conduct interviews in other Support offices and in the other Directorates.

2. The Career Training Program

a. Two of the Program Officers will conduct 12 interviews in Los Angeles and San Francisco during the week of 18 July. [REDACTED] 25X1A

[REDACTED] 25X1A may participate in some of the interviews. During the interviews the officers will use a special language inventory questionnaire prepared by the Language School for use when it is not possible to test claimed language skills. This is the CTP's first experience with this questionnaire and it is hoped it will assist in identifying those applicants who have claimed too high a level of foreign language competence.

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b. On Saturday, 8 July, the CT Staff met with wives of members of the July Class and briefed them on the Career Training Program. The wives also saw the film, "A Need to Know."

25X1A 3. Notes

25X1A [REDACTED] 5X1A 5X1A 5X1A
on 29-30 June to pay the guards for their accumulated, reimbursable leave. All went well and the [REDACTED] contract was terminated on an amicable note. 25X1A

4. Guest Speakers

Two high-level guest speakers are scheduled for the week beginning 16 July; both are speaking in The Project Officer in the Contract Cycle course to be conducted in Room 236, G of G. [REDACTED] 25X1A
Deputy Director of Logistics, will speak on 17 July, 0900-0930, and Harold L. Brownman, Director of Special Projects, DDS&T, will speak on 21 July, 0930-1020.

[REDACTED] 25X1A
HUGH T. CUNNINGHAM
Director of Training